

**United States Air Force in Europe
86th Force Support Squadron (USAFE)
Civilian Personnel Office
Ramstein Air Base, 66877 Ramstein**

***MERIT PROMOTION AND PLACEMENT PROGRAM – INNERBETRIEBLICHES AUFSTIEGSPROGRAMM
(IAW USAFEI 36-713)***

Area of Consideration: Comprises all organizations of the US Forces within Germany

VACANCY ANNOUNCEMENT: 78/2011

OPENING DATE: 23 Feb 2011

CLOSING DATE: 08 Mar 2011

POSITION TITLE: PARALEGAL SPECIALIST

GRADE: C-0950-7A (C-7) Juristische/r Sachbearbeiter/in

ORGANIZATION: HQ USAFE/JA

LOCATION: Ramstein Air Base

Position may be filled at the C-7a target level or C-7 trainee level

DUTIES AND RESPONSIBILITIES:

The primary purpose of this position is to perform Germany wide command legal liaison functions assigned to the USAFE/JA. Work assignments are related to the German civil process program involving US Air Force personnel and their dependents. Serves as a technical authority on procedural aspects concerning civil court cases involving USAFE members in such matters as incidents and accidents, family matters, rental contracts, writs of payment/execution, writs of garnishment, customs contraventions and other legal issues/concerns. Prepares correspondence to German courts returning documents with an explanation of the US position under applicable international agreements and provides a translation in instances where the complex contents of the letter might be incorrectly translated or misunderstood. Answers inquiries from German lawyers, public officials, commercial firms, or private individuals. Contacts HQ USAREUR Central Liaison Agency for close cooperation and coordination in German civil court matters involving US Army personnel stationed at Air Forces bases or Air Force personnel stationed at Army installations. Contacts, cooperates, and coordinates with Liaison Agencies or Headquarters of other NATO Forces in matters regarding their military or civilian personnel involved in German civil process cases as well as court officials, lawyers, and administrative authorities. Incumbent may be required to perform word processing, computer and clerical assistance to the management or performance of the missions of the USAFE Command Host Nation Legal Advisor or the Director of International Law. Maintains good relations between HQ USAFE as the Central Liaison Agency and German courts and other public authorities.

For further details, position description is available for review at Civilian Personnel Flight, Bldg 2120, Room 307, Ramstein Air Base.

QUALIFICATION REQUIREMENTS IAW USAFEI 36-703:

Education & Training:

E&T Level III - Mittlerer Bildungsabschluss (Mittlerer Bildungsabschluss) oder vergleichbarer Abschluss **plus** abgeschlossene Ausbildung als Rechtsanwalts- und Notarfachangestellte/r oder eine vergleichbare Ausbildung, die verwandt ist mit der ausgeschriebenen Stelle, **oder** Fachhochschulreife, **oder** Abitur.

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*Intermediate secondary school diploma or equivalent education **plus** a completed apprenticeship with certificate of completion as legal or notary assistant or in a comparable occupation that is closely related to the announced position, **or** technical college entrance qualification **or** university entrance qualification.*

E&T Level IV - Fachhochschulreife oder Abitur **plus** abgeschlossene Ausbildung als Rechtsanwalts- und Notarfachangestellte/r oder eine vergleichbare Ausbildung, die verwandt ist mit der ausgeschriebenen Stelle.

*Technical college entrance qualification **or** university entrance qualification **plus** a completed apprenticeship with certificate of completion as legal or notary assistant or in a comparable occupation that is closely related to the announced position.*

E&T Level V - 1. Juristisches Staatsexamen / 1st state exam in Law studies.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier, Phone: 0651-9494-0, Fax: 0651-9494-170, e-mail: poststelle@add.rlp.de

Experience Requirements:

With E&T Level III:

- For pay grade C-7a - 5 years of creditable experience
- For pay grade C-7 - 4 years of creditable experience

With E&T Level IV:

- For pay grade C-7a - 2 years of creditable experience
- For pay grade C-7 - 1 years of creditable experience

With E&T Level V:

- For pay grade C-7a - 1 year of creditable experience
- For pay grade C-7 - no creditable experience required

Creditable experience must reflect the particular knowledge, skills, and abilities required for the position and must be in the same or in a similar line of work as the job for which considered. The predominant experience must have been gained at a comparable level of difficulty to the position to be filled and must be directly related to the position.

One year of the total experience must have been gained at one level below the grade for which considered. The experience must show progression and the ability to handle increased responsibility.

Language Proficiency Requirements: Very good command of the English and German language.

HOW TO APPLY: Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10) must be turned in or mailed to Civilian HR Flight, Bldg 2120, Room 307, 66877 Ramstein-Miesenbach, Germany. All applications must be RECEIVED by the closing date of the announcement. For further detailed information please call DSN 480-5362 or Commercial 06371-47-5362.

Non-US listings recording: 06371-47-2742, DSN 480-2742
Non-US listings are available through the internet: <http://www.ramstein.af.mil>

If the application form is not completed entirely or supporting documents are not attached, it cannot be considered.